

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Fundraising

Duration: 3 months

Application Deadline: June 22, 2019

Starting Date: July 1, 2019

Location: Head Office, Dhaka

Working Hours: 8.30am - 5.15pm, (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC International's vision is of a just, enlightened, healthy, and democratic world free from hunger, poverty, environmental degradation, and all forms of exploitation based on age, sex, and ethnicity. Our mission is to work with people whose lives are dominated by extreme poverty, illiteracy, disease and other disadvantages. With a holistic approach, we strive to bring about positive changes in the quality of the lives of the poor. We are currently operating across ten countries in Africa and Asia.

Project/Unit Description

The Fundraising Unit at BRAC International is responsible for coordinating fundraising activities between country offices in Asia and Africa, affiliate offices in the UK, USA and the Netherlands. Responsibilities of the unit include preparing funding applications, providing technical support to country teams and tracking the ongoing funding situation across the ten countries.

Purpose of Internship (including learning outcomes)

Learn about the processes of fundraising and provide support to BRAC International fundraising team

Intern's Responsibilities

- a) Search new funding opportunities for BRAC International countries
- b) Prepare donor analysis
- c) Conduct secondary literature review for proposal preparation
- d) Prepare various materials (e.g. situation analysis, organizational profile, country briefs, capacity statements) for sharing with donors and partners
- e) Manage BRAC International's fundraising database
- f) Any other work assigned by the supervisor

Requirements

- a) Educational Background
 - Level: Bachelor's / Master's
 - Subject: Development Studies / Economics / any other Social Sciences subject from any reputed university

b) Language Proficiency

- Bangla (written/spoken): Not required
- English (written/spoken): Advanced

c) Knowledge/Skills/Competencies:

- Advanced MS Word, PowerPoint, Excel, internet browsing skills
- Familiarity with Google Docs and Google Drive
- Analytical skills
- Excellent report writing skills

d) Work/Volunteering Experience:

Experience of volunteering with development organization will be an advantage